

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR- 0025

**ISSUE DATE:** April 7, 2016

**TITLE:** Rooming and Boarding Home Compliance Officer

**CLOSING DATE:** April 21, 2016

**DIVISION/UNIT:** Codes and Standards / Bureau of Rooming and Boarding House Standards

**LOCATION:** Statewide

**SALARY RANGE:** P23 \$56,408.42-\$80,018.75

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:**

In the Bureau of Rooming and Boarding House Standards, in accordance with the Rooming and Boarding House Act of 1979, Health Care Facilities Planning Act, the Act Concerning Emergency Shelters for the Homeless and all corresponding regulations the Rooming and Boarding Home Compliance Officer will take the lead over field staff conducting jurisdictional investigations, spot checks; supervise facility closing and relocation actions; investigate complaints; maintain cooperative relationships with other agencies; negotiate field settlements with owner and or their representatives; provide expert testimony at Office of Administrative Law proceedings; interpret statutes and regulations for code officials, tenants and property owners; monitor abatement schedules; conduct enforcement re-evaluations; may perform other related duties as required.

**REQUIREMENTS**

**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree

**EXPERIENCE:**

Two (2) years of technical experience in construction estimating or in construction code or housing code enforcement.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0025  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**